

APPENDIX D

SAMPLE OF ACTUAL EXPENSE ALLOWANCE AUTHORIZATION



CESAD-LM

1 April 1999

MEMORANDUM FOR

COMMANDER, CHARLESTON DISTRICT, ATTN: CESAC-LM
COMMANDER, JACKSONVILLE DISTRICT, ATTN: CESAJ-LM
COMMANDER, MOBILE DISTRICT, ATTN: CESAM-LM
COMMANDER, SAVANNAH DISTRICT, ATTN: CESAS-LM
COMMANDER, WILMINGTON DISTRICT, ATTN: CESAW-LM

SUBJECT: Approval of Actual Expense Allowance (AEA)

1. Reference:

- a. CELD-T (55) MEMORANDUM, 26 Mar97, subject: Approval Actual Expense Allowance (AEA).
- b. CELD-T (55) MEMORANDUM, 9 Sep97, subject: Increase in AEA Not to Exceed 300 Percent.

2. Reference a, delegates authority to each Staff Director or his appointed funds control person to approve AEA as the Travel Order Approving Official (DD Form 1610, block 18).

3. Reference b, allows daily maximums in the amount not to exceed 300 percent of the prescribed per diem rate for a TDY location. However, 300% AEA maybe authorized if required to meet the expenses associated with a mission or emergency. This option is for use when AEA exceed the 150 percent level and the traveler still needs additional AEA. This request memo must be signed by a SES or General Officer no exceptions and can not be redelegated.

4. Both references require the "Conditions Warranting Approval of Actual Expense" to be met before approving official can approve either AEA. This AEA justification is the responsibility of the traveler. The attached Traveler's Guide is provided for conscious and objective decision making in computed AEA. After the AEA dollar value has been computing, Carlson Wagonlit may verbally confirm that there is no other hotel in the reasonable proximity able to meet the authorized government rate without renting a car. If there are none available, AEA may be approved by the Approving Official DD Form 1610, block 18) and the maximum AEA amount authorized must be entered in the "REMARKS"(Line 16) of the orders for the approving official's review and approval.

6. Please direct any questions to the undersigned at CESAD-LM, 404-562-5244.

/S/
RONALD L. HILL
Transportation Officer

SAMPLE LETTER FOR APPROVAL OF ACTUAL LODGING EXPENSE



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

04 OCT 2004


CELD-T

MEMORANDUM THRU COMMANDER, U.S. ARMY ENGINEER DIVISION, SOUTH ATLANTIC, 60 FORRSYTH STREET, S.W., ATLANTA, GA 30303

FOR COMMANDER, U.S. ARMY ENGINEER DISTRICT, WILMINGTON (CESAW-LM/Harvey T. Hale), 69 DARLINGTON AVENUE, WILMINGTON, NC 28403

SUBJECT: Actual Expense Allowance for Lodging

1. Actual Expense Allowance (AEA) of 232% for lodging costs not to exceed \$139 per day is approved for USACE personnel deployed to Mobile County, Alabama and neighboring counties in support of hurricane response and recovery operations. This approval is effective from 15 September through 30 October 2004. It is expected that premium-lodging costs will subside during this time period and the lodging per diem rate availability will increase.
2. Employees are expected to seek the lower rates for lodging when available and may not use this AEA to cover additional fringe benefits. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference or convenience. Meals and incidental expenses (M&IE) reimbursement will remain at the Government locality per diem rate. Lodging taxes are separately reimbursable expenses in addition to the AEA.
3. The point of contact for this action is Belinda K. Taswell, (202) 761-4478.


CARL A. STROCK
Lieutenant General, USA
Commanding

The sample below is for a basic AEA for lodging when the standard per diem lodging rate (\$60) is increased up to 150%. This increase can be approved at the local approval official level

CExx-xx

MEMORANDUM FOR

SUBJECT: Actual Expense Allowance for Lodging

1. Reference, Joint Travel Regulations (JTR), Chapter 4, Part M, Actual Expense Allowance (AEA)
2. Actual Expense Allowance (AEA) Lodging of 150% of the total locality per diem, not to exceed \$106 **(specify exact lodging amount limitation)** per day for lodging, is approved for USACE personnel on temporary duty assignment (TDY) to Mobile, AL and surrounding counties in support of Hurricane Charley, Frances, Jeanne, and Ivan response and recovery operations **(list city/county) and neighboring counties in support of (list mission/operation)**. This approval is effective 1 October 2004 through 1 December 2004 **(specify start/end date)**. This approval is not a blanket AEA authorization for all TDY travel to this area.
2. Employees are expected to seek the lower rates for lodging when available and may not use this AEA to cover additional fringe benefits. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference or convenience. Meals and incidental expenses (M&IE) reimbursement will remain at the Government locality per diem rate. Lodging taxes are separately reimbursable expenses in addition to the AEA.
3. The point of contact for this action is **(may be individual traveler(s) or other designee)**.

FOR THE COMMANDER:

TRAVEL APPROVING OFFICIAL
Duty Position

31 Aug 07

The sample below is for a basic AEA of 150% for lodging when the per diem lodging rates vary across multiple locations . This increase can be approved at the local approval official level

CExx-xx

MEMORANDUM FOR

SUBJECT: Actual Expense Allowance for Lodging

1. Reference, Joint Travel Regulations (JTR), Chapter 4, Part M, Actual Expense Allowance (AEA)
2. Actual Expense Allowance (AEA) Lodging, not to exceed 150% of the total locality per diem, is approved for USACE personnel on temporary duty assignment (TDY) to Orlando, FL and surrounding Orange County in support of Hurricane Charley, Frances, Jeanne, and Ivan response and recovery operations **(list city/county) and neighboring counties in support of (list mission/operation)**. This approval is effective 1 October 2004 through 1 December 2004 **(specify start/end date)**. This approval is not a blanket AEA authorization for all TDY travel to this area.
2. Employees are expected to seek the lower rates for lodging when available and may not use this AEA to cover additional fringe benefits. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference or convenience. Meals and incidental expenses (M&IE) reimbursement will remain at the Government locality per diem rate. Lodging taxes are separately reimbursable expenses in addition to the AEA.
3. The point of contact for this action is **(may be individual traveler(s) or other designee)**.

FOR THE COMMANDER:

TRAVEL APPROVING OFFICIAL
Duty Position

CATEGORIES OF LODGING EXPENSE

The lodging categories for employees deployed during a disaster are as follows:

LDP-Lodging Plus – This is the default in CEFMS and what the employee will be reimbursed in all situations, unless prior written approval is obtained for one of the reimbursement methods below:

AELP - Actual Expense Lodging Plus – Reimbursement will cover the actual cost of lodging up to 150%– meals and incidental expenses remain at the locality per diem level. No traveler will be reimbursed for AELP without the prior approval of the UOC or the Supported MSC/District.

AE – Actual Expense – Reimbursement will cover the actual costs of lodging as well as Meals and Incidentals. Receipts **MUST** be provided for each cost employee claims reimbursement. No traveler will be reimbursed for AELP without the prior approval of the UOC or the Supported MSC/District.

SAE – Super Actual Expense (300%) Lodging. Reimbursement will cover the actual cost of lodging from 150% up to 300% over per diem– meals and incidental expenses remain at the locality per diem level. No traveler will be reimbursed for SAE without the prior approval of a GENERAL Officer or SES at the UOC or the Supported MSC/District. This written approval must accompany the travel voucher and be sent to the Travel Office as well as the UFC.

SAMPLE FORMULA FOR 150% Actual Expense Allowance (AEA) OF THE STANDARD PER DIEM RATE:

AEA FOR LODGING, NOT TO EXCEED 150% OF THE TOTAL PER DIEM, WITH M&IE PAID ON A PER DIEM BASIS:

MAX Lodging = \$60.00 per day
+ Meals = \$28.00 per day
+ Incidental Expenses (IE) = \$3.00 per day
\$91.00 Total Per Diem (lodging +M&IE)

$(\$91 \times 150\% = \$137) - \$31 \text{ (M\&IE)} = \106.00 . AEA of 150% for lodging costs not to exceed \$106 per day. Total per diem must not exceed \$137 per day.

SAMPLE FOR PROCESSING OF "MULTIPLE MISSION" VOUCHERS

MISSION (Example)	DATES	VOUCHER STATUS	PARTIAL TYPE	EFFECT ON PER DIEM
Example 1				
EOC	9/1-9/5	*P	**B	$\frac{3}{4}$ (M&IE) 9/1, FULL P/D 9/5
ERRO	9/6-9/30	*P	***M	FULL P/D 9/6, FULL P/D 9/30
EOC	10/1-11/1	*P	****F	FULL P/D 10/1, $\frac{3}{4}$ (M&IE) 11/1
<p style="text-align: center;">Codes: *P = Partial, **B = Beginning, ***M = Middle, ****F = Final P/D = Per Diem, M&IE = Meal & Incidental Expense Effect On Per Diem: Traveler must have three different travel orders. Traveler is paid $\frac{3}{4}$ of M&IE on the day that they travel to their destination (9/1) and when they return to their PDS (11/1). The traveler has transferred between missions but remain on the same deployment. Processing vouchers as stated above will pay the traveler full (P/D) while they change mission. NOTE: Should you file each voucher as "P", "F" for 9/6 & 10/1. The traveler will be paid $\frac{3}{4}$ of M&IE versus full per diem.</p>				
Example 2				
EOC	9/1-9/5	*P	**B	$\frac{3}{4}$ (M&IE) 9/1, FULL P/D 9/5
Pre Dec Reg Act	9/6-9/10	*P	***M	FULL P/D 9/6, FULL P/D 9/10
Post Reg Act	9/11-15	*P	***M	FULL P/D 9/11, FULL P/D 9/15
Post Logistic	9/16-10/1	*P	****F	FULL P/D 9/16, $\frac{3}{4}$ (M&IE) 10,1
<p style="text-align: center;">Codes: *P = Partial, **B = Beginning, ***M = Middle, ****F = Final P/D = Per Diem, M&IE = Meal & Incidental Expense Effect On Per Diem: Traveler must have four different travel orders. Traveler is paid $\frac{3}{4}$ of M&IE on the day that they travel to their destination (9/1) and when they return to their PDS (10/1). The traveler has transferred between missions but remain on the same deployment. Processing vouchers as stated above will pay the traveler full (P/D) while they change mission. NOTE: Should you file each voucher as "P", "F" for 9/6, 9/11, & 9/16. The traveler will be paid $\frac{3}{4}$ of M&IE versus full per diem.</p>				



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

CECW-HS

APR 3 2006

MEMORANDUM FOR COMMANDERS, ALL MAJOR SUBORDINATE COMMANDS, FIELD
OPERATING ACTIVITIES AND ENGINEER RESEARCH DEVELOPMENT COMMAND

SUBJECT: Confirmatory Travel for First Responders during a Disaster

1. References:

a. Joint Travel Regulations, Volume 2 for DOD Civilians, Chapter 3, Part B, Paragraph C3051 Confirmatory Travel Authorization.

b. ER 55-1-2, CELD-T, 1 Oct 02, Transportation and Travel Management, Chapter 2-7.

2. The Department of Homeland Security (DHS) may request disaster assistance support that requires USACE personnel to travel within a few hours notice. If official travel must begin or is performed before a written travel authorization is issued, the travel must be pursuant to proper oral, letter, or message authority. A confirmatory travel authorization must be issued as promptly as possible. A confirmatory travel authorization must include appropriate statements regarding the prior authorization and justification for any unusual issuance delay. The official who directed the travel is responsible for initiating a confirmatory travel authorization through CEFMS. The POC for approving this request during a disaster is the Division or District Emergency Manager or their designee. The following information is needed for the confirmatory travel authorization:

- a. Date requested.
- b. Date to proceed.
- c. Approximate # of days of TDY.
- d. Mode of transportation.
- e. Itinerary (To and From).
- f. Estimated costs (Per Diem, Travel, Misc., Total).
- g. TDY Purpose (e.g., in response to hurricane)
- h. Verbal or Mission Assignment Number (Pre-Declaration/Post Declaration).

Enclosure 1


CECW-HS

SUBJECT: Confirmatory Travel for First Responders During a Disaster

3. In accordance with ER 55-1-2, written confirmatory travel orders (DD Form 1610) must be done within 15 calendar days of when the travel began. In CEFMS there will be a separate box to check for confirmatory orders). The orders must include appropriate statements regarding justification, prior authorization, and/or mission assignment.

4. My point of contact for this memorandum is Lisa Bordeaux, CERM-F, 202-761-1880 and Lizbeth Miller, CECW-HS-SM, 202-761-0217.

FOR THE COMMANDER:



EDWARD J. HECKER
Chief, Homeland Security Office
Directorate of Civil Works



REPLY TO
ATTENTION CPE

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

CERM-F (37)

**MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS
(RESOURCE MANAGERS)**

**SUBJECT: Use of Individually Billed Account (IBA) Government Travel Card to
Purchase Airline Tickets for Emergency Operations Funded by FEMA**

1. In recent years, the Corps has had problems financially closing out FEMA orders. Part of this problem centers around the Corps' inability to get Airline Tickets paid through the local Centrally Billed Account in a timely fashion. This memorandum provides guidance to speed up the billing process and increase our timeliness in closing out FEMA orders.
2. Individuals who are traveling in support of a disaster mission for FEMA are authorized to charge their airline ticket to their Individually Billed Account (IBA) Government Travel Card if all of the following conditions are met:
 - a. FEMA funds are the funding source cited on the travel order
 - b. The individual's IBA Government Travel Card account is in good standing
 - c. Airline tickets are purchased through their local travel office
 - d. Approved travel orders are required
3. To receive prompt reimbursement for the airline ticket, the individual's travel order must include the following in CEFMS:
 - a. On CEFMS screen 12.3, Travel Order Itinerary, Transportation Paid by Traveler Block must be 'Y' and Mode of Transportation must be 'CP'.
 - b. On CEFMS screen 12.2, Cost Amounts, Cost Code '3', Commercial Transportation Amount - Paid by Traveler must be used to input the estimated airline ticket cost.

CERM-F (37)

SUBJECT: Use of Individually Billed Account (IBA) Government Travel Card to
Purchase Airline Tickets for Emergency Operations Funded by FEMA

4. My point of contact is William L. Holtzman in CERM-F, (202) 761-1928.

FOR THE COMMANDER:


STEPHEN COAKLEY
Director of Resource Management

CF:
Belinda Camp, CELO-T
Lizbeth Miller, CECW-OE-M



DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

CERM-F

29 July 2003

MEMORANDUM FOR COMMANDERS/DIRECTORS, USACE COMMANDS
(RESOURCE MANAGERS)

SUBJECT: Revised Policy on Use of Individually Billed Account (IBA)
Government Travel Purchase Airline Tickets for Emergency Operations

1. Reference CERM-F memorandum, dated 27 June 2001 subject: Use of Individually Billed Account (IBA) Government Travel Purchase Airline Tickets for Emergency Operations Funded by Federal Emergency Management Agency (FEMA)
2. Paragraph 2a of the memorandum referenced above is modified to allow for individuals traveling in support of FEMA operations to use their IBA when Flood Control and Coastal Emergencies Category Code 210 is the funding source. All other conditions in paragraph 2 regarding the use of the IBA remain as stated.
3. The point of contact for this issue is William L. Holtzman, CERM-F, (202) 761-1928.

FOR THE COMMANDER:

for Karen D. Lloyd, Col, Acting
STEPHEN COAKLEY
Director of Resource Management

